

# How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

## Background

Effective October 1, 2014, UT-Battelle, LLC (UT-B) discontinued the practice of offering to perform random drug testing for Seller's employees and began requiring each subcontractor to establish their own Workplace Substance Abuse Program (WSAP) that complied with 10 CFR 707. Prior to this, UT-B had allowed for Seller's employees to be in UT-B's testing pool.

To find out if your subcontract with UT-B contains this provision, refer to Section H and check for the inclusion of the following clause:

### Workplace Substance Abuse Programs at DOE Sites (July 2006)

Restriction on Performance of Work under Agreements Subject to 10 CFR 707

- (a) Until the Seller has been notified in writing that the Workplace Substance Abuse Program submitted by the Seller has been approved by the Company for this Agreement, no work shall be performed under this Agreement that involves the use of individuals in Testing Designated Positions as described in 10 CFR 707.7(b) and (c). Testing Designated Positions include, but are not limited to, individuals that have Q and L security clearances. If any work violates this provision, the Seller shall immediately stop work and notify the Procurement Officer.
- (b) Upon notification that the Seller's Workplace Substance Abuse Program has been approved by the Company for this Agreement, this restriction shall no longer apply.
- (c) In the event Seller is an individual or a company wherein the DER (Designated Employee Representative) is also a member of the testing pool, the Seller shall request to be included in the Company's WSAP. The Company will have sole discretion as to whether or not Seller may participate in the Company's WSAP.
- (d) Failure to comply with this provision shall be a material breach of this Agreement.
- (e) Documents - including Baseline Requirements for Subcontracts subject to 10 CFR 707, Checklist for Substance Abuse Programs required forms for report submittals, and WSAP Examples are available at the following site, under subheading Workplace Substance Abuse Provision and Related Documents  
[http://web.ornl.gov/adm/contracts/art\\_forms.shtml](http://web.ornl.gov/adm/contracts/art_forms.shtml)

Beginning on July 1, 2018, UT-B is offering subcontractors an online tool to submit both Drug Testing and Testing Designated Positions (TDP) Reports.

In order to submit the information to UT-B online, you will be required to obtain an XCAMS account. For instructions on this process, refer to pages 7-10 of this document.

Please see pages 3-6 of this document for instructions and a preview of how the process works.

# How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

## UT-Battelle, LLC Points of Contact for help or questions regarding these instructions or related WSAP compliance:

Dr. Bart Iddins, , UT-Battelle, LLC ORNL DER WSAP

Email: [iddinsbo@ornl.gov](mailto:iddinsbo@ornl.gov)

Phone: 865-574-7431

Linda Jones, Compliance Procurement Manager

Email: [joneslm@ornl.gov](mailto:joneslm@ornl.gov)

Phone: 865-574-1410

## WSAP Reporting Requirements

Reports are due biannually on January 15 and July 15 of each year

January report covers period from July 1 to December 31

July report covers period from January 1 to June 30

To determine if you are required to submit a report, please refer to the Validity Start and End dates applicable to your subcontract. For example, if you have a subcontract with a period of performance that begins March 1, 2018, and ends September 10, 2020:

You will be required to submit six drug testing and six TDP reports over the subcontract term.

1<sup>st</sup> report would be required by July 15, 2018 and would cover the time frame from 03/01/2018 to 06/30/2018.

2<sup>nd</sup> report would cover 07/01/2018 to 12/31/2018

3<sup>rd</sup> report would cover 01/01/2019 to 06/30/2019

4<sup>th</sup> report would cover 07/01/2019 to 12/31/2019

5<sup>th</sup> report would cover 01/01/2020 to 06/30/2020

6<sup>th</sup> and final report, due no later than 01/15/2021, would be for the subcontract period of performance from 07/01/2020 to 09/10/2020.

## LINKS to UT-Battelle, LLC Reference Documents, Clauses, and Forms

[Workplace Substance Abuse Programs at DOE Sites \(07/2006\)](#)

[Baseline Requirements for Subcontracts Subject to 10 CFR 707 \(12/2014\)](#)

[Checklist for Subcontractor Workplace Substance Abuse Programs \(12/2014\)](#)

[Report of Seller Drug Testing Program Report BSD-CS-2184 \(12/13/2016\)](#)

[Subcontractor TDP Employee Information Report \(12/2014\)](#)

[Workplace Substance Abuse Policy Example \(12/2014\)](#)

## Email Reminder Notifications

UT-B will issue email reminder notifications like the example on page 11, these will be sent periodically before the report due date, up until the time your report has been received by the Company.

# How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

HOME PAGE LINK: <https://share.ornl.gov/sites/WSAP>

To enter your data, click on one of the links circled in red.

UT-Battelle, LLC WORKPLACE Substance Abuse Subcontractor Reporting System

Drug Testing Program

TDP Employee Information Report

EDIT LINKS

Search this site

## UT-Battelle, LLC WORKPLACE Substance Abuse Subcontractor Reporting System

Subcontractor's with the following clause in their subcontract are required to provide the Company documentation supporting their compliance with 10 CFR 707 biannually.

### Workplace Substance Abuse Programs at DOE Sites (July 2006)

Restriction on Performance of Work under Agreements Subject to 10 CFR 707

(a) Until the Seller has been notified in writing that the Workplace Substance Abuse Program submitted by the Seller has been approved by the Company for this Agreement, no work shall be performed under this Agreement that involves the use of individuals in Testing Designated Positions as described in 10 CFR 707.7(b) and (c). Testing Designated Positions include, but are not limited to, individuals that have Q and L security clearances. If any work violates this provision, the Seller shall immediately stop work and notify the Procurement Officer.

(b) Upon notification that the Seller's Workplace Substance Abuse Program has been approved by the Company for this Agreement, this restriction shall no longer apply.

(c) In the event Seller is an individual or a company wherein the DER (Designated Employee Representative) is also a member of the testing pool, the Seller shall request to be included in the Company's WSAP. The Company will have sole discretion as to whether or not Seller may participate in the Company's WSAP.

(d) Failure to comply with this provision shall be a material breach of this Agreement.

(e) Documents - Including Baseline Requirements for Subcontracts subject to 10 CFR 707, Checklist for Substance Abuse Programs, required forms for report submittals, and WSAP Examples are available at the following site, under subheading Workplace Substance Abuse Provision and Related Documents

[http://web.ornl.gov/adm/contracts/art\\_forms.shtml](http://web.ornl.gov/adm/contracts/art_forms.shtml)

### Biannual reports are due on January 15 and July 15 of each year.

- January report covers the period from July 1 to December 31
- July report covers the period from January 1 to June 30

The Subcontract period of performance Start and End date are integral to understand required WSAP reporting. For example, a subcontract with a period of performance start date of March 1, 2018 and end date of September 10, 2020:

The Subcontractor is required to submit six drug testing and six TDP reports over the subcontract term.

- 1<sup>st</sup> report would be required by July 15, 2018 and would cover the time frame from 03/01/2018 to 06/30/2018
- 2<sup>nd</sup> report would cover 07/01/2018 to 12/31/2018
- 3<sup>rd</sup> report would cover 01/01/2019 to 06/30/2019
- 4<sup>th</sup> report would cover 07/01/2019 to 12/31/2019
- 5<sup>th</sup> report would cover 01/01/2020 to 06/30/2020
- 6<sup>th</sup> and final report due no later than 01/15/2021 would be for the subcontract period of performance from 07/01/2020 to 09/10/2020.

UT-Battelle's WSAP Reporting system is designed to accept reports beginning on July 1 and January 1.

Submitting a report on June 20<sup>th</sup> would pose a problem in that June 21 to June 30<sup>th</sup> would either not be reported, or would end up in the wrong report (January Instead of July report period).

If you are a subcontractor and your company is comprised of no more than two individuals, you must be enrolled in UT-Battelle's drug testing program and are required to submit only the TDP Testing Designated Position Report Data.

ENTER NEW SELLER DRUG  
TESTING PROGRAM DATA

ENTER NEW TDP EMPLOYEE  
INFORMATION REPORT DATA

# How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

UT-Battelle, LLC WORKPLACE Substance Abuse Subcontractor Reporting System

Drug Testing Program

TDP Employee Informatio

REPORT OF SELLER DRUG TESTING PROGRAM			
in their subcontract are required to provide the Company c			
Positions In Pool	<input type="text"/>		
Positions Tested:	Negative	<input type="text"/>	
	Positive	<input type="text"/>	
Percent Tested	0	%	
Tests Refused	<input type="text"/>		
Contacted - No Show	<input type="text"/>		
Baseline/Pre-placement:	Negative	0	Positive <input type="text"/>
Follow-up/Required Random:	Negative	<input type="text"/>	Positive <input type="text"/>
Occurrence:	Negative	<input type="text"/>	Positive <input type="text"/>
Post-Accident:	Negative	<input type="text"/>	Positive <input type="text"/>
Random:	Negative	<input type="text"/>	Positive <input type="text"/>
Reasonable Suspicion:	Negative	<input type="text"/>	Positive <input type="text"/>
Return To Duty: Negative	Negative	<input type="text"/>	Positive <input type="text"/>
Voluntary: Negative	Negative	<input type="text"/>	Positive <input type="text"/>
Total	Negative	0	Positive 0
Substance 1	<input type="text"/>	Number	<input type="text"/>
Substance 2	<input type="text"/>	Number	<input type="text"/>
Substance 3	<input type="text"/>	Number	<input type="text"/>
Substance 4	<input type="text"/>	Number	<input type="text"/>
Substance 5	<input type="text"/>	Number	<input type="text"/>
Substance 6	<input type="text"/>	Number	<input type="text"/>
Substance 7	<input type="text"/>	Number	<input type="text"/>
Substance 8	<input type="text"/>	Number	<input type="text"/>
Substance 9	<input type="text"/>	Number	<input type="text"/>
Substance 10	<input type="text"/>	Number	<input type="text"/>
Action 1	<input type="text"/>	Number	<input type="text"/>
Action 2	<input type="text"/>	Number	<input type="text"/>
Action 3	<input type="text"/>	Number	<input type="text"/>
Action 4	<input type="text"/>	Number	<input type="text"/>
Action 5	<input type="text"/>	Number	<input type="text"/>
Action 6	<input type="text"/>	Number	<input type="text"/>
Action 7	<input type="text"/>	Number	<input type="text"/>

## “Report of Seller Drug Testing Program”

Testing recorded in this report must reflect all WSAP activity including, but not limited to:

- Drug test administered by type, i.e.  
Baseline/Pre-placement, Follow-up/Required Random, Occurrence

### NOTES:

- 1) The \* asterisks are required fields.
- 2) Percent Tested is automatically calculated, read only and cannot be modified. The formula is (Positions Tested: Negative + Positions Tested: Positive) / Positions in Pool). The default value for this field is 0.
- 3) Random Negative is automatically populated with the value from Positions Tested: Negative and is read only and cannot be modified
- 4) Random Positive is automatically populated with the value from Positions Tested: Positive and is read only and cannot be modified
- 5) Total is automatically calculated, read only and cannot be modified.
- 6) Total: Negative formula is (Baseline/Pre-placement: Negative + Follow-up/Required Random: Negative + Occurrence: Negative + Post-Accident: Negative + Random: Negative + Reasonable Suspicion: Negative + Return to Duty: Negative + Voluntary: Negative)
- 7) Total: Positive formula is (Baseline/Pre-placement: Positive + Follow-up/Required Random: Positive + Occurrence: Positive + Post-Accident: Positive + Random: Positive + Reasonable Suspicion: Positive + Return to Duty: Positive + Voluntary: Positive)
- 8) Substance, if positive a substance type such as heroin, marijuana, is needed but substance and number are not required fields
- 9) Action, such as dismissal, action and number are not required
- 10) Additional Information is a textbox is not required

## How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

Training Type 1	<input type="text"/>	Number	<input type="text"/>
Training Type 2	<input type="text"/>	Number	<input type="text"/>
Training Type 3	<input type="text"/>	Number	<input type="text"/>
Training Type 4	<input type="text"/>	Number	<input type="text"/>
Training Type 5	<input type="text"/>	Number	<input type="text"/>
Training Type 6	<input type="text"/>	Number	<input type="text"/>
Training Type 7	<input type="text"/>	Number	<input type="text"/>
Training Type 8	<input type="text"/>	Number	<input type="text"/>
Training Type 9	<input type="text"/>	Number	<input type="text"/>
Training Type 10	<input type="text"/>	Number	<input type="text"/>
Changes to Contractor Information	<input type="text"/>		
Reporting Period	<input type="text" value="January - June 2018"/>		
Report Begin:	<input type="text" value="2018-01-01"/>		
Report End:	<input type="text" value="2018-06-30"/>		
<input type="button" value="Submit"/>			

### “Report of Seller Drug Testing Program”

11) Training Type and number are not required, has a maximum of 90 characters

12) Changes to Contractor Information is a textbox that is not required.

13) Reporting Period, Report Begin, and Report End are read only and cannot be modified.

## How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

[illegible]

## TDP Employee Information Report

The \* asterisks are required fields.

Company DER: This is your company's Designated Employee Representative. Include their email address, which has a max of 241 characters. The phone number max of 12 characters and must be in the format 000-000-0000

**WSAP Program Manager:** This is your company's Workplace Substance Abuse Program Manager. Include their email address, which has a max of 241 characters. The phone number max of 12 characters and must be in the format 000-000-0000

Reporting Period is read only and cannot be modified. This field is calculated from the Reporting Period TDP Data Source that can be modified by the admin.

- Employee name: These are the individuals listed by name, your company badge number (the UT-Battelle badge number may be used for cleared individuals), and job title, such as “Transportation Specialist.”

NOTE: Definition of Single Person Entity- A company comprised of no more than 2 individuals, these companies have received approval of the UT-Battelle, Labor Relations Manager to be enrolled in the UT-Battelle, LLC drug testing program.

Single person entities are required to submit the Testing Designated Positions report identifying their name in the **employee field**, **their badge number**, and **their job title**. Single person entities are not required to submit the Seller Drug Testing report.

If you are a single person entity or company comprised of no more than 2 individuals and have been approved to be in the UT-B drug testing program you are required to submit the information contained in the "TDP Employee Information Report"

Company DER-Dr. Bart Iddins, [iddinsbo@ornl.gov](mailto:iddinsbo@ornl.gov) 865-574-7431

Company WSAP Technical Officer, Sandy Johnson  
johnsons2@ornl.gov, 865-241-2547

WSAP Program Manager-John Powell, [powellje@ornl.gov](mailto:powellje@ornl.gov), 865-241-1550

# How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

## XCAMS Registration Process: Creating a New Account

In order to submit the information to UT-B online, you are required to obtain an XCAMS account.

Register for an XCAMS account: [Link to create XCAMS](#)

From this link you will select: Need an Account?

## OPEN RESEARCH COLLABORATION



### Register for WSAP

Please enter your  
Email Address:

[Go Back](#)

[Continue](#)

- [➔ Need an Account?](#)
- [➔ Forgot your username?](#)
- [➔ Forgot your password?](#)
- [➔ ORNL Internal User?](#)

[ORNL Home](#) | [Security Notice](#)

**There are 5 steps in this process:**

**Step 1 of 5: User Agreement Acknowledgement- you must choose "Accept" to acquire an account**

## OPEN RESEARCH COLLABORATION



### XCAMS New User Account Registration - Step 1 of 5

#### User Agreement

Your XCAMS user account may only be used to access **nonsensitive** information. This account may not be used to access classified or sensitive information.

Oak Ridge National Laboratory (ORNL) retains the right to monitor all activities on ORNL systems, to access any computer files or mail messages, and to disclose this information to authorized individuals or



## How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

**Step 2 of 5: Enter your email address and a Username. The Username must be 4-20 characters long and can be associated with your company's name, if you choose. For example:**

Email address: [joneslm@ornl.gov](mailto:joneslm@ornl.gov)

Username: UTBattelle

### OPEN RESEARCH COLLABORATION



#### XCAMS New User Account Registration - Step 2 of 5

Please enter your email address and choose a username.

Email Address:   
Username:

[Go Back](#)

[Continue](#)

##### Email Address

- You must enter a valid email address to which you have access.
- This email address will be used to contact you regarding your account.

##### Username

- Must be from 4-20 characters long.
- May contain letters, numbers, and underscores ("a-z", "0-9", "\_").

##### ORNL UCAMS Users

- If you have an ORNL UCAMS userid and you are unable to sign-on, you may need to [activate your XCAMS account](#).

[My Account](#) | [ORNL Home](#) | [Security Notice](#) | [Help](#)

**Step 3 of 5: Add your personal information and contact information**

### OPEN RESEARCH COLLABORATION



#### XCAMS New User Account Registration - Step 3 of 5

##### Personal Information

Prefix:

First Name:

Middle Name:  optional

Last Name:

**Privacy Policy.** Your personal, contact, and account information is used to establish your identity at ORNL. This information is also used to grant you access to applications, functions, and/or information at ORNL. ORNL does not rent or sell your information to others. However, ORNL retains the right to disclose your information to authorized individuals or agencies as noted in the [User Agreement](#).



# How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

## Step 4 of 5: Set up a password

### OPEN RESEARCH COLLABORATION



#### XCAMS New User Account Registration - Step 4 of 5

##### **\*\* WARNING \*\***

Please ensure no one else can see your screen when you enter your password.

Username: **UTBattelle**

Enter new password:

Confirm new password:

More Weak Fair Good

##### Password Rules Policy

1. Must contain eight alphanumeric characters.
2. Must use lowercase letters (a-z) and numbers (0-9).
3. Must contain at least one number (0-9).
4. Must not contain three or more consecutive characters that are the same (e.g. aaa, bbb, 111).
5. Must be above weak on the strength meter.

##### Options

- ☐ Select from a list of generated passwords.
- ☒ Show strength meter. Bars
- ☒ Show visual display.

## Step 5 of 5: You will receive a message that you have successfully registered for an account!

### OPEN RESEARCH COLLABORATION



#### XCAMS New User Account Registration - Step 5 of 5

**Congratulations!** You have successfully registered a new XCAMS user account. Please use your new username and password to login to computing resources that require authentication via an XCAMS account. Please allow a few minutes for the account activation sequence to complete before attempting to use your new password.

- o Do not share your password with anyone or allow anyone to use your password to access computing resources.
- o Protect all information under your control or to which you are granted access.
- o Only use the computing resources to which you are granted access for official business with ORNL.
- o Use only properly authorized and/or licensed software on ORNL computing resources to which you have access.

# How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

## XCAMS Registration Process: For an Existing Account

[Link to create XCAMS](#)

### OPEN RESEARCH COLLABORATION



#### Register for WSAP

Please enter your  
Email Address:

- 
- 
- 
- 

[ORNL Home](#) | [Security Notice](#)

#### 1. Enter your email for your current XCAMS account

At the step when you submit the Acknowledgment Statement, you will enter your **existing user name** and the **existing password** associated with your XCAMS account.

#### Acknowledgement Statement

You are advised that there is no expectation of privacy of your activities on any system that is owned by, leased, or operated by UT-Battelle on behalf of the U.S. Department of Energy (DOE). The Company retains the right to monitor all activities on these systems, to access any computer files or electronic mail messages, and to disclose all or part of information gained to authorized individuals or investigative agencies, all without prior notice to, or consent from, any user, sender, or addressee. This access to information or a system by an authorized individual or investigative agency is in effect during the period of your access to information on a DOE computer and for a period of three years thereafter. Anyone using these systems acknowledges their consent to, and understanding of, these terms and conditions.

☒ I agree    ☐ I do not agree

Username:

Password:

You will receive an email when you have been approved and added to the WSAP group.

# How to Submit Online Workplace Substance Abuse Reports (WSAP) to UT-Battelle, LLC

## Example Reminder Notification

### WSAP Deficiency Report 0000XXXXXX

06/07/2018 13:15:55 saphprd2

Vendor XXXX – ABC Company WSAP Deficiencies

The following WSAP deficiencies must be addressed:

WSAP Plan On File	
Seller Drug Test Report On File	Deficient
Testing Designated Position Report On File	Deficient

For additional information and required report forms, click the following links:

[Drug and Alcohol Free Workplace Program](#)  
[Required Seller Drug Testing Program Report](#)  
[Required Employee Information Report](#)

Please Contact the ORNL WSAP program manager with any other questions.